

Communications and Information

A GUIDE TO PROCESSING AFSOC PUBLICATIONS

NOTICE: This publication is available digitally on the HQ AFSOC WWW site at:
www.afsoc.af.mil/library. If you lack access, contact the OPR to obtain a copy.

Supersedes: AFSOCPAM 33-7, 1 November 1996

OPR: HQ AFSOC/SCMI (MSgt Richard E. Lausier)

Certified by: HQ AFSOC/SCMI (Ms Kimberly Walker)

Pages: 20

Distribution: F

This pamphlet implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFDP 33-3, *Information Management*). It provides a road map to write, format, and publish an AFSOC publication. It is not a stand-alone publication, but a memory jogger with checklists and examples to help you produce a quality product. We welcome your recommendations on ways to improve this guide. Please forward them to HQ AFSOC/SCMI or e-mail LAUSIERR or WALKERK. This guide applies to the HQ AFSOC staff and to those responsible for the preparation of AFSOC publications.

SUMMARY OF REVISIONS

This revision establishes new procedures for submitting publications ready for the new Electronic Transaction System; it incorporates new formatting, processing/coordination procedures; and adds an example of a Headquarters Operating Instruction (attachment 6) and Interim Change (IC) (attachment 7).

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Section A--General Information

1. General Information. Standardization is a must and is the first step in creating an effective digital publication. The information contained in this guide will provide you with specifics needed to format and design your publication to conform to these new guidelines.

2. Publishing Responsibilities. In an effort to create a quality electronic and paper based publishing system while at the same time reducing the amount of cycle time required to produce a publication in AFSOC, it is essential to adhere to a few publishing rules.

2.1. OPRs are responsible for editing their publications to ensure compliance with Air Force directives and English standards.

2.1.1. OPRs and those individuals who sign as certifier and approver of the publication are responsible for accuracy and quality. AFSOC OPRs should refer to AFI 33-360, Volume 1, *Publication Management Program*. Attachment 2 of this guide also provides a checklist for use by OPRs to ensure compliance.

2.1.2. The AFSOC Publishing Staff (HQ AFSOC/SCMI) is available for consultation should OPRs have questions.

2.2. AFSOC Publishing is responsible for authentication of AFSOC directives to ensure all necessary coordination is completed prior to publication. AFSOC Publishing is also responsible for releasing the publication, indexing AFSOC publications, and maintaining the official record sets.

Section B--Getting on the Road to Publication

3. Responsibilities as the OPR. As you will find, there are many steps in preparing an AFSOC publication. One of the objectives of this guide is to provide you with a roadmap to write, revise, change, or rescind an AFSOC publication. Some steps you will want to take are:

3.1. Call HQ AFSOC/SCMI (4-2290) to schedule a development conference. During this conference, the AFSOC Publications Manager will discuss specifics about your publication and provide helpful information to facilitate the publishing process.

3.2. Make some important decisions such as the publication type, your target audience, and how to advertise your publication.

3.3. Deliver the publication (an electronic or paper copy) and coordination documentation to HQ AFSOC/SCMI for review and release.

3.4. Begin making notes for your next revision.

4. Research. Research is an important component of the publishing process. In developing an AFSOC publication, check Air Force publication indexes and other indexes to be sure you are not duplicating policy or guidance. Also, it is imperative that our AFSOC guidance is not less restrictive or contradictory to higher headquarters directives.

5. Determining the Type of Publication. If your publication is new, it will fall into one of these two categories:

5.1. Directive. Announces policies, assigns responsibilities, prescribes procedures, and directs actions. Types are doctrine documents, policy directives, instructions, mission directives, supplements, and operating instructions.

5.2. Nondirective. Informs, reference aids, and “how-to” guides. Types are periodicals, pamphlets, indexes, directories, handbooks, visual aids, and official bulletins.

6. What’s the Scope. If your publication is directive and it applies only to the Headquarters, AFSOC staff, it will be published as a Headquarters Operating Instruction. If it is directive and applies to the entire command, it will be published as one of the directive type of publications listed in paragraph 5.1 above.

7. Interim Change (IC) Processing. Publication approving officials issue IC notification messages (**Fig 3.9., Sample IC Notification Message**, in AFI 33-360, Vol 1, *Publications Management Program*). This message is used to alert functional publication users and Address Indicating Group (AIG) 9411/PDO that an IC has been electronically posted.

7.1. Upon review of the IC notification (attachment 7) by the publications manager and posting to the web site, the IC notification message will then be released by the two-letter approving official to notify all functional users.

NOTE: A copy of the IC notification message must be forwarded to the publications manager for inclusion into the record set. This message will be maintained along with the IC itself.

8. Determining Distribution Requirements. Distribution symbols tell the user how to order a publication. The distribution symbol is on the title page of the publication. Further explanation is as follows and can also be found in AFI 33-360, Vol 1:

8.1. F - Functional. This distribution is handled through publishing distribution office (PDO) channels. If it is a new publication, the publication is announced in a publishing bulletin (PB). The PB gives a brief explanation as to what the publication is about and who it applies to. It is available to the public; no restrictions apply. All “F” distribution publications appear on the WWW site.

8.2. X - Special. The OPR is responsible for X distribution. These are normally those customers who cannot easily obtain our publications through normal PDO channels. Examples are counterparts on the Air Staff, MAJCOMs, or when a publication is classified. A listing of these customers organizational symbols, addresses, and number of copies is given as the last attachment of the publication. Also, publications with this distribution would not be placed on the WWW.

9. Announcing New Publications. As mentioned in paragraph 8, if you are processing a new publication, it should be announced in the AFSOC Publishing Bulletin in order to allow users to establish requirements. To get your publication announced, all you need to do is send a functional statement to HQ AFSOC/SCMI. This statement should include:

9.1. The publication number, a brief explanation of what the publication is about, whom the publication applies to, and name and phone number of the OPR.

10. Publication Numbering. Specifics for numbering publications are contained in AFI 33-360, Volume 1, *Publications Management Program*. For information and guidance relative to numbering publications in AFSOC, contact the AFSOC Publications Manager. If you are publishing a new directive, the number will be given at the original development conference.

Section C--The Coordination Process

11. Coordination Requirements. As mentioned earlier, before processing an AFSOC publication, consult with the Publications Manager (SCMI). We should be the first and last office you coordinate with formally. For every AFSOC publication you must also coordinate with AFSOC/SCMN/CCE. All other coordination is dependent upon the content of your publication and can be discussed during your initial development conference.

11.1. Coordinate your publication using an AF Form 673, **Request to Issue Publication**. An AF Form 1768, **Staff Summary Sheet**, is not required. To set up the coordination pocket folder, place the AF Form 673 and any background information on the left side of the folder and place the publication and accompanying diskette on the right side of the folder. If you would prefer, you may forward the publication via email, but eventually we will need a hard copy of the publication and a signed AF Form 673 for our (record set) file.

11.2. To expedite the coordination process when many offices must coordinate, you may "shotgun" copies to separate offices. Before the publication is forwarded to AFSOC/CCE for review, consolidate all AF Forms 673 and attach to the coordination package. In addition, before forwarding your publication to AFSOC/CCE, ensure the certifying and approval authorities have signed the AF Form 673.

11.3. Any publication applying to the Guard or Reserve must be coordinated through specific offices at HQ AFRES and NGB/CF. The Guard requires a minimum of 2 weeks; however, history shows that it takes longer. Plan on a minimum of 1 month. Addresses are as follows:

11.3.1. HQ AFRES, 155 2d Street, Robins AFB GA 31098-1635. To expedite the process, you may e-mail courtesy copies to "afrc.scsip@afrc.af.mil". In the subject line, please include the title and publication number and attach the publication for review. Upon receipt of the draft it will be processed and sent to the applicable AFRC OPR to determine applicability. The AFRC OPR will respond directly to you with a courtesy copy to "afrc.scsip". GMAJCOM directive publications that are determined applicable will be announced in the AFRC PB upon receipt of a published electronic or paper copy.

11.3.2. NGB/CF, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. To expedite the publication process, you may also e-mail coordination requests to: "angtaskers@ngb.af.mil." In the subject line include the title and publication number and attach the publication. Fax a copy of the AF Form 673 to DSN 327-3678. The National Guard Bureau will not provide their approval/comments by e-mail. It is essential that you provide a fax number for their response.

12. Certifying and Approval:

12.1. Certifying authority (AF Form 673, blocks 17-19) for AFSOC publications is one level above the OPR; not higher than three-letter level offices.

12.2. Approving authority (AF Form 673, blocks 20-22) for AFSOC publications is two-letter offices or equivalent (e.g., 18 FLTS, 720 STG, etc.).

Section D--Publishing Tool Specifics

13. Software Requirements. Prepare AFSOC publications using MicroSoft Word Version 6.0, or 7.0.

14. Graphics Requirements. When we previously published strictly in paper, a number of graphic illustrations were actually "cut and pasted" onto the page and then reproduced. With electronic dissemination of publications, this practice is no longer possible. All graphics in your publication must be in electronic format and must be part of the publication file--not separate files. If you have graphics in your publication, consult with the Publications Manager before beginning.

15. Formatting Your Publication. See the publications format guide at attachment 3. Also see samples of an AFSOC publication (attachments 4 thru 7).

Section E--Writing Your Publication

16. Purpose Statement. The purpose statement briefly explains what the publication is about and whom it applies to. It should be brief. Any detailed information should be provided in the text of your publication. Here you would state whether or not it applies to the AFRES or ANG. Finally, there must be an AFPD identified in the purpose statement.

17. Summary of Revisions. When revising an existing publication or superseding another one, use a summary of changes to identify major changes in the publication. Follow each brief description of change with a respective paragraph reference. For example: “This revision deletes the requirement for (para ##); adds a form (para##); and changes (para ##).”

18. Table of Contents. Many times a table of contents is not necessary for your publication unless it is 20 or more pages long (excluding attachments). If you do use a table of contents, its critical that the text exactly agrees with the table of contents. Check all chapters, sections, paragraphs, figures, tables and attachments for accuracy.

19. Content. Refer to AFI 33-360, Volume 1, when organizing and writing your publication. It explains the many components of a publication (part, chapter, section, paragraph, figure, table, attachment, etc.) and how they may be used. Also refer to the checklist at attachment 3 of this guide.

19.1. You may use a note within a paragraph to explain a word or statement. Place the note flush left, immediately after the paragraph. Mark the word “note” bold and in all upper case letters, followed by a colon. **NOTE:** This is an example of a note.

19.2. Attachment 1 of your publication should always be titled, “GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION.” Section A should contain references; Section B should be abbreviations and acronyms; and Section C should be terms. See attachment 1 of this pamphlet for an example.

19.3. When a form is prescribed for use by your publication, do not illustrate it if it is simple in design. If a form or its instructions are complex and could be misunderstood, illustrate it with sample entries.

Section F--Publishing and Distribution

20. Procedures. Once you’ve obtained all coordination and made all necessary changes to your publication, it’s ready for publishing and distribution. Forward the following to HQ AFSOC/SCMI and they’ll take care of the rest:

20.1 AF Forms 673.

20.2. Background information documents (if any).

20.3. A printed copy of your publication, printed one side only for publications 20 pages or less. For publications larger than this, you should “duplex” if you have a printer with this capability. This will reduce the amount of paper being used throughout the command. OPRs have to keystroke any changes identified during the coordination process.

20.4. A 3 1/2 diskette. Annotate the publication number, OPR’s name and office symbol, and phone number. Include the entire document, with graphics already inserted in their proper location or email the file.

DOUGLAS R. COLEMAN, Colonel, USAF
Director, Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Section A--References

AFSOCIND 2, Numerical Index of AFSOC Publications and Forms

AFIND 2, Numerical Index of Standard and Recurring Air Force Publications

AFIND 9, Numerical Index of Departmental Forms

AFH 33-337, The Tongue and Quill

AFI 33-360, Volume 1, Publications Management Program

AFI 37-126, Preparing Official Communications

AFI 37-138, Records Disposition—Procedures and Responsibilities

AFI 37-160, Volume 8, The Air Force Publications and Forms Management Program--
Developing and Processing Forms

AFI 37-161, Distribution Management

Section B--Abbreviations and Acronyms

AFEPL	Air Force Electronic Publishing Library
AFDPC	Air Force Publishing Distribution Center
CAR	Customer Account Representative
ETS	Electronic Transaction System
IMC	Interim Message Change
MAJCOM	Major Command
OPR	Office of Primary Responsibility
PC	Personal Computer
PDO	Publishing Distribution Office
SGML	Standard General Markup Language

Section C--Terms

Publishing Bulletins (PB). PB announces processing and recission actions on publications and forms. The PB is published on a monthly basis.

Standard Publication. Standard publications announce policies, assign responsibilities, prescribe procedures, direct actions, and inform people. Authorized types are doctrine documents, policy directives, instructions, mission directives, manuals, indexes, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests.

Interim Change (IC). One issued to announce only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or Department of Defense directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, or is wasting Air Force funds, workhours, or other critical resources.

Attachment 2

CHECKLIST FOR PUBLICATION PREPARATION

- A2.1. Check references to other publications and forms and internal cross-reference for accuracy.
- A2.2. Use spell and grammar checks (emphasis on presence tense).
- A2.3. Ensure the title page contains the statement “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” (Attachment 4 and 6). Do not use this statement on supplements since it is already on basic publication.
- A2.4. If this is an instruction, is the implementing parent policy directive cited (number and title) in the purpose statement. For example: “This instruction implements AFD 11-2, *Aircraft Rules and Procedures*.”
- A2.5. If it applies to the Guard and Reserve is applicable statements in the purpose statement and proper coordination taken place?
- A2.6. If it is a supersession, there must be *SUMMARY OF REVISIONS*. Does it cite major policy changes followed by paragraph references in parenthesis?
- A2.7. List figures, tables, and attachments in the publication. Reference them in numerical order in the text of the publication (for example, reference figure 1 first, then figure 2, etc.).
- A2.8. No bullets, all paragraphs must be numbered. Type numbers manually. Do not use the auto feature in MS Word (see AFI 33-360, Vol 1, Figure 3.5.)
- A2.9. Spell out abbreviations (acronyms) the first time they are used. Then follow it with the abbreviation in parentheses. Thereafter, you may use the abbreviation alone. Do not use an “s” the first time you use an abbreviation to show it is plural. Thereafter use the “s” to show the plural form in text; do not use an apostrophe to form the plural of an abbreviation.
- A2.10. When referencing publications, cite the publication and its title the first time used. Type the long title in *italics*. Thereafter, cite only the publication. (For example, AFI 33-360, Volume 1, *Publications Management Program*. Thereafter, refer to it only as AFI 33-360, Volume 1.
- A2.11. When referencing forms, cite the form and its title the first time used. Type the long title in **bold**. Thereafter cite only the form. (For example, AF Form 673, **Request to Issue Publication**. Thereafter, refer to the form only as AF Form 673.)

A2.12. Try to keep paragraphs short (four or five sentences). Divide long paragraphs into subparagraphs. Try to keep sentence length to no more than 20 words.

A2.13. Use a Table of Content only when publication is larger than 20 pages

A2.14. Check headers on all pages starting on page 2 (should contain pub #, date, and page #)

A2.15. Paragraph titles that don't have text that follow are followed by a colon (:); if text immediately follows, use a period (e.g., **Paragraph title:** (text begins on next line), or **Paragraph title.** The following...(text begins on same line)). **NOTE:** Only main paragraph titles are in bold

A2.16. The approving authority's signature block must appear on the last page of text, but before the any attachments (just like an official memorandum).

A2.17. Check for coordination "minimums." SCMI/SCMN/CCE. Other coordination is based on content to offices that may have a technical or functional interest in the subject (e.g., JA, SE, DO, ANG, and AFRES, etc.).

A2.18. Spell out USAF and AF unless they are part of a long title, address, or publication or form designation.

A2.19. When using a lead-in sentence in a paragraph/subparagraph, ensure all subparagraphs that follow agree in sentence structure/verb tense with the lead-in phrase.

A2.20. If graphics are being used/scanned, save using a Tagged Image File (.tif), Windows Metafile Format (.wmf), or Windows Bitmap (.bmp).

A2.21. Rescinding publications can be accomplished in one of two ways. You can use AF Form 1382, **Request for Review of Publication and/or Form** or by consolidating old publications into the new publication.

A2.22. If your publication is "FOUO" use the appropriate statement from AFI 61-204, *Disseminating Scientific and Technical Information* and its Attachment 2, on your title page at the end of the purpose statement. Also, place "FOUO" markings on front and last page only.

A2.23. Finally, before releasing publication, ensure all proper coordination is completed or explanations are given, check to ensure certifying and approving authority signatures are complete, necessary corrections are made, and the publication is ready to be released.

NOTE: Also refer to the detailed checklist in AFI 33-360, Volume 1, Attachment 4.

Attachment 3**AFSOC PUBLICATIONS FORMAT GUIDE**

A3.1. Standard Publications Format. The format for AFSOC publications will support a paper based product as well as electronic dissemination. Following are some of the changes, as well as new guidelines, for publications format. Examples for the first pages of an AFSOC publication are in subsequent attachments (attachments 4 thru 7).

NOTE: Keep in mind that standardization is very important in creating a document for electronic dissemination. Be sure you follow these guidelines.

A3.1.1. Use Microsoft Word 6.0, or 7.0.

A3.1.2. Only use page breaks, not section breaks or extra returns.

A3.1.3. Avoid the use of symbols (Example: the star).

A3.1.4. Do not use any special characters.

A3.1.5. Do not use bookmarks or annotations.

A3.1.6. Don't use the shortcut key (Shift + F3) to change case--use only the shift key or the caps lock key.

A3.1.7. Don't use Ctrl/Shift + spacebar to put in a hard space; only use the spacebar.

A3.1.8. For the line that separates the purpose statement and notice from the publication title information, use only the tab and underline feature; don't use borders.

A3.1.9. Start all chapters on a new page.

A3.1.10. No footer is required. You'll now place the supersession and OPR information following the NOTICE.

A3.1.11. AFSOC publications are full-measure across the width of the page; do not use dual columns.

A3.1.12. Signature elements (approval authority) are limited to two lines. On the first line show name and rank; second line is title. The approval authority does not physically sign the publication; their approval is shown by signature on the AF Form 673.

A3.2. Page Setup. Open a new document in MS Word. Go into the File/Page Setup menu:

A3.2.1. For Margins, set up as follows:

A3.2.1.1. Top: 1”

A3.2.1.2. Bottom: 1”

A3.2.1.3. Left: 1”

A3.2.1.4. Right: 1”

A3.2.1.5. Gutter: 0”

A3.2.1.6. From Edge: Header: 0.5”, Footer: 0.5”

A3.2.1.7. Apply to: Whole Document

A3.2.2. For Layout (still from the File/Page Setup menu):

A3.2.2.1. Section Start: Continuous

A3.2.2.2. Headers and Footers: check “Different First Page”

A3.2.2.3. Vertical Alignment: Top

A3.2.2.4. Apply To: Whole Document.

A3.3. Format. Go to the Format menu.

A3.3.1. Format/Font:

A3.3.1.1. Font: Times New Roman

A3.3.1.2. Underline: None

A3.3.1.3. Font Style: Regular

A3.3.1.4. Size: 12

A3.3.1.5. Color: Auto

A3.3.1.6. Effects: Ensure no blocks are checked

A3.3.2. Format/Paragraph/Indents and Spacing:

A3.3.2.1. Indentation: set at 0 for both left and right

A3.3.2.2. Spacing: Before: 0 pt; After: 0 pt

A3.3.2.3. Line Spacing: Single

A3.3.2.4. At: leave blank

A3.3.2.5. Special: None

A3.3.2.6. Alignment: Left

A3.3.3. Format/Columns:

A3.3.3.1. Presets: Click on one column

A3.3.3.2. Number of columns: 1

A3.3.3.3. Width and Spacing: Col #1, Width: 6", Spacing: leave blank

A3.3.3.4. Check Equal Column Width

A3.3.3.5. Apply to: Whole Document

A3.3.3.6. Do not check Start New Column or Line Between

A3.4. Header and Page Numbers. You only need to insert the header once, at the beginning of the **second** page. Insert as follows:

Your Pub Number (5 spaces) Pub Date

Right Justify Page Number

Example:

AFI 37-160, VOLUME 1/AFSOC SUPPLEMENT 1 2 September 1998

2

A3.5. Headings for Components. Following are examples of headings for various components of a publication. It is important that they are formatted exactly as shown (if bold, centered, etc.).

A3.5.1. Chapter:

Chapter 1

TITLE IN ALL CAPS

A3.5.2. Section:

Section A--Upper and Lower Case Title

A3.5.3. Figure. The figure title is now shown at the top of the figure, versus the bottom where it previously appeared. It's still bold and flush left.

Figure 1. Upper and Lower Case Title With Period Following.

A3.5.4. Table. The table title and number are also shown at the top of the table.

Table 1. Upper and Lower Case Title With Period Following.

A3.5.5. Attachment. Where in the past the attachment number went in the header information, it now appears in the text above the title of the attachment; do not put it in the header info. Be sure you follow this example exactly.

Attachment 1

TITLE IN ALL CAPS

A3.6. Text. Now you're ready to begin the text of your publication. Just a couple of hints:

A3.6.1. If your publication is written in chapters, paragraphs are numbered in each chapter with the chapter number followed by the paragraph number: e.g., chapter 1, paragraph 1 would be numbered 1.1.; chapter 2, paragraph 1 would be numbered 2.1.

A3.6.2. If your publication is written in sections, paragraphs are numbered consecutively throughout the entire publication. For example: The first paragraph in Section A would be paragraph 1. If there were 5 paragraphs in Section A, the first paragraph in Section B would be paragraph 6.

A3.6.3 Use bold type for all main paragraph numbers and titles. Do not use bold type for subparagraph numbers and titles. Also, be sure if you use titles for subparagraphs that all subparagraphs at that level have titles. Consistency is the key.

A3.7. Signature Element. The signature element of the approval authority follows the last line of text and five line spaces. Use a two-line signature element, do not bold, and place three spaces to the right of the center of the page.

NAME, Rank, USAF
Title

Attachment 4

EXAMPLE OF AN AFSOC INSTRUCTION

NOTE: Follow this example precisely using 12 point Times New Roman font (bold, italics, spacing, etc.) to ensure electronic dissemination. All entries have been placed in their proper location if used.

BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS COMMAND

AFSOC INSTRUCTION 37-101
1 AUGUST 1998

Series Title

PUBLICATION TITLE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFSOC WWW site at: www.afsoc.af.mil/library. If you lack access, contact the OPR to obtain a copy.

Supersedes: AFSOCI 37-101, 1 August 1994

OPR: HQ AFSOC/SCMI (Rank and Name; e.g., MSgt Richard E. Lausier)

Certified by: HQ AFSOC/SCMI (Lt Col John Q. Doe)

Pages: 28

Distribution: F

This instruction implements AFD 37-1, *Air Force Information Management* (will convert to AFD 33-3, *Information Management*). It establishes the AFSOC standards for the publications management program. It applies/does not apply to the Air Force Reserve (AFRC) and to the Air National Guard (ANG) units. (e.g., above **PURPOSE STATEMENT is mandatory**)

The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 U.S.C. Coordinate any Privacy Act Statement with HQ AFSOC/SCMN. (e.g., above **PRIVACY ACT STATEMENT, if needed**)

SUMMARY OF REVISIONS (e.g., below used only if new publication supersedes another)

This revision aligns AFSOC requirements with AFD 37-1 and incorporates requirements and procedures formerly in AFSOCR 37-2. Its adds procedures to maintain a publication (para 2.3); updates requirements to (para 3.5); and adds an attachment for references (atch 1).

Include a Table of Contents in any publication 20 pages or larger. Do not title it "TABLE OF CONTENTS," just begin it with the table. (e.g., below **TABLE OF CONTENTS, if needed**)

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Attachment 5

EXAMPLE OF AN AFSOC SUPPLEMENT

NOTE: Follow this example precisely using 12 point Times New Roman font (bold, italics, spacing, etc.) to ensure electronic dissemination. All entries have been placed in their proper location if used.

BY ORDER OF THE COMMANDER AFI 37-160, VOLUME 1/AFSOC SUPPLEMENT 1
AIR FORCE SPECIAL OPERATIONS COMMAND 1 SEPTEMBER 1998

Series Title

PUBLICATION TITLE

NOTICE: This publication is available digitally on the HQ AFSOC WWW site at:
www.afsoc.af.mil/library. If you lack access, contact the OPR to obtain a copy.

Supersedes: AFI 37-160, Volume 1/AFSOC Sup 1, 1 September 1996

OPR: HQ AFSOC/SCMI (Rank and Name; e.g., MSgt Richard E. Lausier)

Certified by: HQ AFSOC/SCMI (Lt Col John Q. Doe)

Pages: 8

Distribution: F

AFI 37-160, Volume 1, 1 September 1996, is supplemented as follows: This supplement applies/does not apply to the Air Force Reserve (AFRC) and to the Air National Guard (ANG) units. (e.g., above **PURPOSE STATEMENT** is mandatory)

The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 U.S.C. Coordinate any Privacy Act Statement with HQ AFSOC/SCMN. (e.g., above **PRIVACY ACT STATEMENT, if needed**)

SUMMARY OF REVISIONS (e.g., below used only if new publication supersedes another)

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1.6.1 Begin supplementing text of the basic publication here and continue as necessary. **NOTE:** Insert a signature block of the approval authority (normally two-letter office in AFSOC) at the **end** of the publication text, but **before** all attachments. The approving authority is a minimum of one organizational level above the certifying official on the AF Form 673. Be sure when adding attachments to a supplement that you do not duplicate attachment numbers from the basic publication. For example, if the basic publication has three attachments, the first attachment to our AFSOC supplement would be "Attachment 4 (Added).

2.3.3. (Added) Use this example when adding a new paragraph with text.

Attachment 6

EXAMPLE OF A HEADQUARTERS OPERATING INSTRUCTION

NOTE: Follow this example precisely using 12 point Times New Roman font (bold, italics, spacing, etc.) to ensure electronic dissemination. All entries have been placed in their proper location if used.

BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS COMMAND

HQ OPERATING INSTRUCTION 10-1
1 JANUARY 2000

Series Title

PUBLICATION TITLE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes: HOI 10-1, 1 January 1998

OPR: HQ AFSOC/SCMI (Rank and Name; e.g., Lt Col John E. Doe)

Certified by: HQ AFSOC/SCMI (MSgt Richard E. Lausier)

Pages: 8

Distribution: F

This HQ Operating Instruction (HOI) prescribes the responsibilities, procedures, and formats to follow for development and implementation of HOIs. This HOI applies/does not apply to all staff agencies in HQ AFSOC. (e.g., above **PURPOSE STATEMENT** is mandatory)

The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 U.S.C. Coordinate any Privacy Act Statement with HQ AFSOC/SCMN. (e.g., above **PRIVACY ACT STATEMENT**, if needed)

SUMMARY OF REVISIONS (e.g., below used only if new publication supersedes another)

This revision aligns AFSOC requirements with XXXXXX and incorporates requirements and procedures formerly in XXXXXXXX. It adds procedures to maintain a publication (para 2.3); updates requirements to (para 3.5); and adds an attachment for references (atch 1). An asterisks (*) indicated a revision from the previous edition.

Attachment 7

EXAMPLE OF AN INTERIM CHANGE (IC)

IC 99-1 TO AFI 11-202 VOLUME 2, AFSOC SUPPLEMENT 1, OF, *AIRCREW
STANDARDIZATION/EVALUATION PROGRAM*

15 FEBRUARY 1999

***SUMMARY OF REVISIONS**

This change deletes “mission” twice in the last sentence of paragraph 5.10. An asterisk (*) indicates revision from the previous edition.

***5.10. Exam Administration Procedures.** The following crew positions require a combined qualification/mission examination: navigator, fire control officer, electronic warfare officer, flight engineer, loadmaster, aerial gunner, sensor operator, communication systems operator, direct support operators, and EC-130 mission crew (MCC and ECS). Examinations will consist of at least 40 closed and 40 open book questions with equal emphasis on qualification and mission areas. Annotate “Closed Book/Open Book” in the Ground Phase Examination/Check block on the AF Form 8.